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4-H YDP offices are required to compile many types of records on an annual basis. Some records must be retained longer and other records must be shredded annually due to identity theft-related concerns. Ultimately, the county director is in charge of record retention, he or she may designate this task to 4-H YDP staff. The following chart is to help you with record maintenance. There are two suggested methods for record retention. They are defined as follows:

- *Secure Record Storage* is out of the reach of the general public and access to the file(s) are monitored by staff. This pertains to electronic storage of files as well.
- *Locked Record Storage* is defined as file(s) that are kept in a locked file cabinet or other locked storage unit that has limited access. In an electronic locked record storage format, files are password protected. **Only redacted bank statements **may** be stored electronically as they do not contain both routing and account numbers that creates additional risk should files be breached. Only redacted bank statements may be emailed to 4-H Unit account signers. Staff: see instructions for [Redacting 4-H Unit Bank Statements](#).*

Record Type	Retention Type	Record Storage
Unit Records		
Bylaws and Constitutions	Permanent (records destroyed three (3) years after club disbands)	Secure storage
Meeting Minutes	Minimum of 3 years (permanent recommended)	Secure storage
Outreach Methods Documentation Form and Documentation of Outreach Efforts	Three (3) Years	Secure storage
Other Club information	Current Year	Secure storage
Volunteer Management Organization (VMO) Records		
Bylaws and Constitutions	Permanent (records destroyed three (3) years after club disbands).	Secure storage
Meeting Minutes	Minimum of 5 years (permanent recommended)	Secure storage
E & R Committee Reports and Documents	Three (3) Years	Secure storage
Document of Outreach Efforts	Three (3) Years	Secure storage
Other Council information	Current Year	Secure storage
Enrollment		
Youth & Adult Form	Five (5) Years	Secure storage
Waiver of Liability Form	Five (5) Years	Secure storage
Photo & Information Release	Five (5) Years	Secure storage
Request for 4-H Program Fee	Five (5) Years	Secure storage



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Waiver/Reduction		
Adult Self-Disclosure	Current Year (one year only)	Secure storage
Youth Treatment Authorization Form & Health History Information	Current Year (one year only)	Secure storage
Organized Camp Records		
<ul style="list-style-type: none"> Youth Treatment Authorization Form & Health History Information Medical Log 	Until the youth reaches the age of 21 Until the youth reaches the age of 21	Secure storage Secure storage
Other 4-H Adult Volunteer Records		
Record of 4-H Adult Volunteer Orientation	Retained for one year after the termination of volunteer services/appointment.	Secure storage
Complaints/Concerns	Three (3) Years	Secure storage
Applications for those denied a volunteer position/job	Three (3) Years	Secure storage
Financial Records (Unit/VMO)		
Annual Financial Reports	Five (5) Years	Secure storage
Annual Budgets, including fundraising approval forms	Five (5) Years	Secure storage
Annual Audit and/or Peer Review Reports	Five (5) Years	Secure storage
Annual Inventory Reports	Five (5) Years	Secure storage
Bank Statements*	Five (5) Years	Secure storage*
Monthly Bank Statement Verification Forms	Five (5) Years	Secure storage
Master list of all EIN numbers, bank accounts and signers	Permanent	Locked storage
Affirmative Action		
Expansion & Review Committee records (e.g., Roster, Agenda, Minutes, Positive Action Plan, etc.)	Three (3) Years	Secure storage
4-H Outreach Methods Documentation Form	Three (3) Years	Secure storage
4-H ADA Accommodation Request	Three (3) Years	Secure storage
Outreach records (forms, press releases, posters, flyers, calendar notes, announcements, personal letters, and newsletters)	Three (3) Years	Secure storage
Assurance of Nondiscrimination Letter	Three (3) Years	Secure storage
Other Miscellaneous Records		
Scholarship Forms or Award Application Forms	Three (3) Years	Secure storage
Committee Applications	Three (3) Years	Secure storage



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Sign-in Sheets (e.g., meetings, trainings)	Three (3) Years	Secure storage
Event Registration Lists	Three (3) Years	Secure storage
Files of Historical Significance	Indefinitely	Secure storage
Horse Lease Agreements	1 year after the end date on the lease agreement	Secure storage
Insurance		
Certificates of Insurance	One year beyond expiration	Secure storage
Hartford Insurance Claims	Send to: The Hartford One Hartford Plaza – T-14 Hartford, CT 06155	Secure storage
UC ANR Incident Report found at: http://ucanr.org/sites/risk/files/23967.doc	Keep current program year, with a copy to Risk Management and State 4-H Office.	Secure storage
Facility Use Agreement – for one day or one time events	Three (3) Years	Secure storage
Facility Use Agreement – for multi-year use	Five (5) Years	Secure storage
Fingerprinting		
DOJ Clearance Approval	Five (5) Years The California Department of Justice mandates fingerprint screening policies. Inquiries should be directed to the DOJ Applicant Agency Compliance and Training Section at (916) 227-3755. **Counties may differ	Locked Storage

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